

OPERATIONAL GUIDANCE NOTES

(A) Reporting Match Results on a Sunday before 5.30pm

This guidance is applicable to Under 12 to Under 18 age-groups ONLY (Under 7 to Under 11 age-groups do NOT communicate match results in this way).

Immediately following the match, BOTH the home AND away teams must communicate the result of the match (or advise if the game is not played for any reason- i.e. all postponements must also be advised directly to the service) in one of the following ways to the League's Results' Service:

1. By 'phone to 01895 717517 (between 12 noon and 5.30pm)
2. By SMS to 07797 800102 (anytime up to 5.30pm)
3. By email to harrow@firsteleven.co.uk (anytime up to 5.30pm – please put the result details into the body of the email not by attachment)

When communicating the result details please ensure that the following information is provided:

- Age group
- Division (or Cup)
- Full name of home team and goals scored
- Full name of away team and goals scored

ALL County FA-Youth cup results MUST also be communicated in the same manner as above please.

At 5.30pm the results' service closes and the results of all reported matches are accumulated and posted onto the website: www.firsteleven.co.uk/harrow

If any result is missing or incorrectly communicated these listings are NOT subsequently updated.

(B) League Divisional Tables

This guidance is applicable to Under 12 to Under 18 age-groups ONLY (Under 7 to Under 11 age-groups do not publish tables as per FA regulations).

From the results communicated as in (A) above, divisional tables are updated on or around the middle of the following week – and can be found on-line at www.firsteleven.co.uk/harrow

All results are subsequently checked and verified by the League and tables will subsequently be updated - as indeed they will be for any missing results and also the determination of any unplayed/defaulted fixtures. This process will take about 7-days to finalise.

Can we please ask all clubs/teams to regularly check the divisional tables and advise of any discrepancies (noting the above timeline for updating); we are not concerned about goals scored for/against though. Such queries should be advised to hyfl@btinternet.com (only).

Issued – September 2016 (v1)